

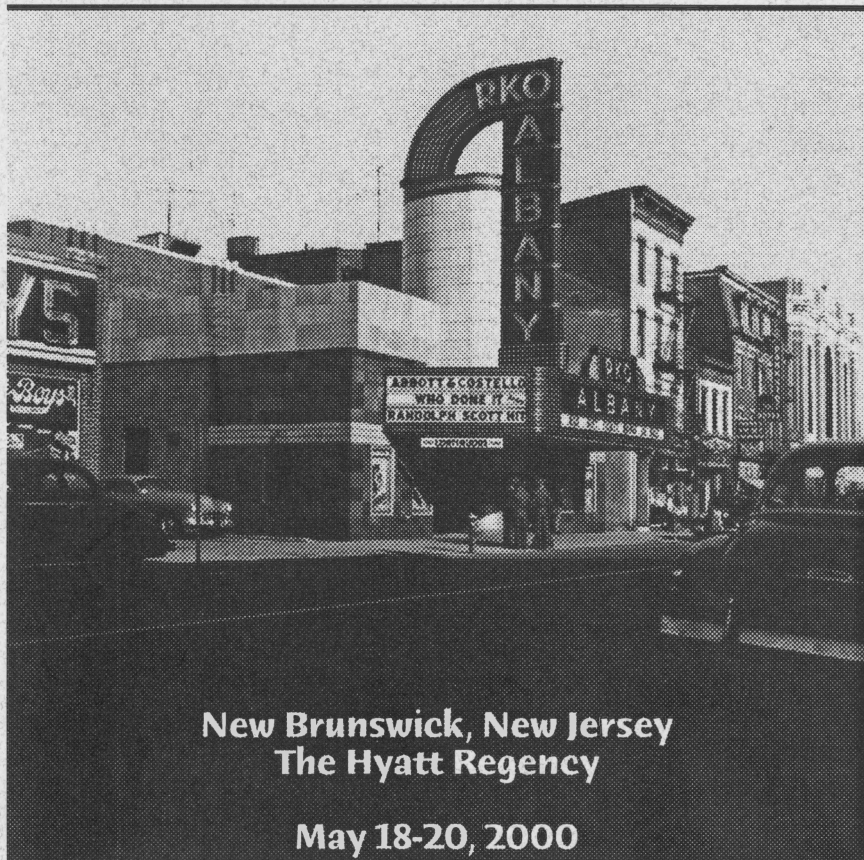
MARAC
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE



**Spring Meeting
2000**

TALES from the BASEMENT:

**Managing People,
Time, and Technology
in the Archives**



**New Brunswick, New Jersey
The Hyatt Regency**

May 18-20, 2000

WELCOME!

The Local Arrangements and Program Committees welcome you to New Brunswick, New Jersey, May 18-20, 2000. The Hyatt Regency is centrally located near downtown New Brunswick's many restaurants and theaters, Rutgers University, and trains to New York City, Princeton, and Philadelphia. New Brunswick, which has earned the nickname "The Hub City," is nestled between New York and Philadelphia. The city has undergone a cultural and commercial renaissance that has included new restaurants, retail shops, and of course, Tony Award-winning theaters. Home of Rutgers University, New Brunswick will be bustling with alumni returning "to the Banks."

Climb down from the Ivory Tower and come listen in New Brunswick. "Tales from the Basement: Managing People, Time, and Technology in the Archives" is a program of sessions and workshops designed to share the practical wisdom and experiences of effective archival managers. Beyond the theory taught in school, archivists need to learn management of human resources, budgeting, and the politics of advocating archival programs. Personnel topics range from use of contract employees to replacing longtime employees to recruiting in a corporate world. Effective management of technology is considered in several sessions, including how web sites can meet needs of the visually impaired, or how to develop expertise for control and use of electronic records. Archival advocacy and action are encouraged in all sessions, whether addressing budget defense, staffing needs, or "internal" outreach. From distance learning to documenting the ephemeral world of dance, these sessions convey tales from the basement, the realm of practicing archivists.

The Luncheon Lecture will be given by William Anderseri, Deputy Attorney General of New Jersey, who

Local Arrangements Committee

John Celardo, *NARA Northeast Region*
Tim Corlis, *Rutgers University*
Bette Epstein, *NJ State Archives*
Rita Marie Fulginiti, *Cape May County*
Diana Hevener, *Cape May County*
Mary Ann Keirnan, *Monmouth County Archives*
Catherine Keim, *Rutgers University*
Chip Larkin, *AT & T Archives*
Stacey Peeples, *Princeton University*
Fernanda Perrone, *Rutgers University*
Ruth Simmons, *Rutgers University*
Carla Tobias, *Monmouth County Historical Association*
John Weeren, *Princeton University*
Peter Wosh, *New York University*
Stephen Dalina, *Rutgers University*
Erika Gorder, *Rutgers University*

WELCOME!

will discuss New Jersey's recent acquisition of Ellis Island. This topic represents a milestone in New Jersey's history—and a landmark court decision—that will touch upon the hosting region's history, archival/library collections, knowledge dissemination, and research structures as well as the fascinating area of historical tourism.

Our centerpiece tour will be to Ellis Island. Attendees will also be treated to a walking tour of Rutgers University, an historic Princeton day trip, and a tour of the new New Jersey State Archives facility, as well as opportunities to enjoy New Brunswick's thriving night-life.

The Friday evening reception will be held in memory of longtime MARAC member and preservation advocate, Susan Swartzburg, at the Buccleuch Mansion and Gardens. This Georgian structure was built in 1739 by Anthony White and his wife, the daughter of New Jersey's Royal Governor Lewis Morris. The house was occupied by the Enniskillen Guards during the British occupation of New Brunswick in 1777.

**Stephen Dalina and
Erika Gorder
Local Arrangements
Committee Co-
Chairs**

**Paul Lasewicz and L.
Rebecca Johnson
Melvin
Program Committee
Co-Chairs**

Program Committee

Cindy Bendroth, *Pennsylvania State Archives*

James G. Cassedy, *Lifecycle Management Division,
NARA*

Leslie Fields, *The Pierpoint Morgan Library*

Jay Gaidmore, *The Library of Virginia*

Jane Gorzhevskaya, *March of Dimes*

Frances Lyons-Bristol, *American International Group*

Susan McElrath, *National Anthropological Museum,
Smithsonian Institution*

L. Dale Patterson, *United Methodist Church Archives*

Ben Primer, *Harvey S. Firestone Library, Princeton
University*

Fred Stielow, *Mid-Hudson Library System*

George Tselos, *Statue of Liberty/Ellis Island National
Monument*

Albin Wagner, *New Jersey Division of Archives and
Records Management*

L. Rebecca Johnson Melvin, *University of Delaware
Library*

Paul Lasewicz, *International Business Machines*



SCHEDULE AT A GLANCE

WEDNESDAY MAY 17TH

8:00 pm-10:00 pm Earlybird Registration

THURSDAY MAY 18TH

8:00 am-6:00 pm Registration
 8:30 am MARAC Golf Outing
 9:00 am-12:00 pm W1-W5 - Workshops
 10:00 am-5:00 pm T1 - Ellis Island Tour
 10:30 am-11:00 am Break
 11:00 am-4:00 pm T2 - Princeton Tour
 1:00 pm-5:30 pm T3 - New Jersey State Archives Tour
 1:00 pm-4:00 pm W1-W5 - Workshops
 2:00 pm-5:00 pm Committee Meetings
 2:30 pm-3:00 pm Break
 4:00 pm-6:00 pm T4 - Special Collections & University Archives Open House/Reception
 6:00 pm-10:00 pm Steering Committee Meeting
 9:00 pm-12:00 am Hospitality Suite

FRIDAY MAY 19TH

7:30 am-6:00 pm Registration, Lobby
 8:00 am-5:00 pm Exhibitors
 7:00 am-9:00 am Breakfast, Regency DEF
 7:30 am-8:00 am New Member Orientation, Hospitality Suite
 8:00 am-9:00 am State Caucus Meetings
 9:15 am-10:30 am S1-S3 - Concurrent sessions (1hr 15 min)
 10:00 am-11:30 am T5 - Kilmer Museum Tour
 10:45 am-12:00 pm S4-S6 - Concurrent sessions (1hr 15 min)
 12:15 pm-1:45 pm Luncheon Speaker — *Sponsored, in part, by Rutgers University Libraries.*
 2:00 pm-3:15 pm S7-S9 - Concurrent sessions (1hr 15 min)

SCHEDULE AT A GLANCE

3:15 pm-3:30 pm	Break — <i>Sponsored by Iron Mountain</i>
3:30 pm-5:00 pm	T6 – Walking Tour of Rutgers University
3:30 pm-5:00 pm	S10-S12 – Concurrent sessions (1hr 30 min)
6:00 pm-8:30 pm	Reception — Buccleuch Mansion and Gardens. <i>Sponsored by Ocker & Trapp, as well as the Princeton Preservation Group.</i>
10:00 pm-12:00 am	Hospitality Suite

SATURDAY MAY 20TH

7:00 am-7:45 am	New Brunswick/Rutgers College Bicycle Excursion
7:30 am-11:30 am	Registration
8:00 am-9:30 am	Breakfast Meeting — <i>Sponsored, in part, by Princeton University Libraries.</i>
9:45 am-11:15 am	S13-S15 – Concurrent Sessions
11:15 am-11:30 am	Break
11:30 am-1:00 pm	S16-S19 – Concurrent Sessions

Vendors

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 Munters Moisture Control Service
 Ocker & Trapp

SPECIAL EVENTS

Wednesday, May 17, 2000

8:00 pm-10:00 pm EARLY BIRD REGISTRATION AND HOSPITALITY SUITE

Thursday, May 18, 2000

8:30 am 3RD MARAC GOLF OUTING

Tee times will be reserved for MARAC golf enthusiasts at the brand new Raritan Landing Golf Course in nearby Piscataway. This 3,400-yard family-style golf course in Piscataway, designed by Stephen Kay, opened on October 1, 1999. Raritan Landing, located on county-owned property near the Raritan River, is a par-58 course, consisting of 14 par-3 holes and four par-4 holes, with the longest hole approximately 350 yards in length. The course's natural features include a pond and two creeks. The cost for cart and greens fee will be \$50. Club rental is available on premises. Prizes will be awarded for best score as well as best "sport."

2:00 pm-5:00 pm	MEETINGS COORDINATING COMMITTEE	<i>Garden State B</i>
3:00 pm-4:00 pm	ARLINE CUSTER AWARD COMMITTEE FINDING AIDS COMMITTEE OUTREACH COMMITTEE	<i>Forum B Conference A Board Room</i>
4:00 pm-5:00 pm	NOMINATING COMMITTEE EDUCATION COMMITTEE PUBLICATIONS COMMITTEE	<i>Hospitality Suite Forum A Douglass</i>
4:30 pm-5:30 pm	MEMBERSHIP DEVELOPMENT COMMITTEE FINANCE COMMITTEE	<i>Garden State C Kilmer</i>
5:30 pm-10:00 pm	STEERING COMMITTEE	<i>Conference A</i>
9:00 pm-Midnight	HOSPITALITY SUITE	

Friday, May 19, 2000

7:00 am-9:00 am	BREAKFAST	<i>Regency DEF</i>
7:30 am-8:00 am	NEW MEMBER ORIENTATION	<i>Hospitality Suite</i>

SPECIAL EVENTS

8:00 am-5:00 pm **EXHIBITORS** *Regency Pre-Function*

8:00 am-9:00 am **STATE CAUCUS MEETINGS**

PA Caucus Meeting	<i>Garden State A</i>
DC Caucus Meeting	<i>Conference B</i>
NJ Caucus Meeting	<i>Garden State B</i>
VA Caucus Meeting	<i>Garden State C</i>
NY Caucus Meeting	<i>Conference A</i>
DE Caucus Meeting	<i>Forum A</i>
MD Caucus Meeting	<i>Conference C</i>
WV Caucus Meeting	<i>Forum B</i>

12:15 pm-1:45 pm **LUNCHEON SPEAKER** *Regency DEF*

The MARAC Luncheon Lecture will be given by William Andersen, Deputy Attorney General of New Jersey, on New Jersey's recent acquisition of Ellis Island. This topic represents a milestone in New Jersey's history and a landmark court decision that will be of great interest to the wide variety of conference attendees, participants, and special guests. It will enable participants to learn about the hosting region's history, archival/library collections, knowledge dissemination, and research structures as well as the fascinating area of historical tourism. *Sponsored, in part, by Rutgers University Libraries.*

5:00 pm-6:00 pm **PROGRAM AND LOCAL ARRANGEMENTS
COMMITTEE MEETINGS** *Hospitality Suite*

6:00 pm-8:30 pm **RECEPTION - BUCCLEUCH MANSION AND GARDENS**

The Friday evening reception will be held in memory of longtime MARAC member and preservation advocate, Susan Swartzburg, at Buccleuch Mansion and Gardens. This Georgian structure was built in 1739 by Anthony White and his wife, the daughter of New Jersey's Royal Governor Lewis Morris. The house was occupied by the Enniskillen Guards during the British occupation of New Brunswick in 1777. It is administered by the Jersey Blue Chapter of the Daughters of the American Revolution. *Sponsored by Ocker & Trapp, as well as the Princeton Preservation Group.*

10:00 pm-Midnight **HOSPITALITY SUITE**

SPECIAL EVENTS

Saturday, May 20, 2000

7:00 am-7:45 am **NEW BRUNSWICK – RUTGERS COLLEGE BICYCLE EXCURSION**
"Early bird archivists on two wheels"

Enjoy an early morning bicycle tour of the Rutgers vicinity and see the college from a unique perspective. We will depart from the Hyatt entrance at 7 am Saturday morning and follow a fairly flat course. The route is open to suggestions, but the trip should take about 45 minutes. Riders of all levels are welcome. If you need a helmet, please let us know. Helmets are required. Any questions about this ride should be directed to Tim Corlis. <TCorlis@rci.rutgers.edu> or telephone: 732-445-5688.

8:00 am-9:30 am **BREAKFAST MEETING** *Regency DEF*
Sponsored, in part, by Princeton University Libraries.

TOURS

Thursday, May 18, 2000

T1 10:00 am-5:00 pm **Cost: \$20**

LIBERTY STATE PARK – STATUE OF LIBERTY AND ELLIS ISLAND IMMIGRATION MUSEUM

The Statue of Liberty, dedicated in 1886, and Ellis Island, opened as an immigration station in 1892, are now administered jointly by the National Park Service as a National Monument. Today the two sites symbolize to much of the public two intertwined historical phenomena: the promise of the United States as a land of freedom and opportunity, and the massive immigration to this country of European migrants whose descendants now comprise more than half of the U.S. population.

This tour will feature a visit to the archives and library located on Ellis Island and will include a presentation on the collections by George Tselos, Supervisory Archivist, Museum Services Division. After the presentation, tour members will have access to the interactive Oral History Collection and have ample time to view the entire Ellis Island museum as well as a shorter visit to the Statue of Liberty.

The archival collections include: records of the old controversial American Museum of Immigration formerly located in the base of the Statue of Liberty; records of National Park Service contractors for the restoration projects at Liberty and Ellis; files of social workers employed by social service agencies and assigned to work with immigrants at Ellis Island; and collections of valuable secondary research materials gathered in the process of creating the current museum

TOURS

exhibits. The Oral History Collection includes nearly 2000 Ellis Island immigrant and INS employee recorded interviews and transcripts. The Reference Library holds an extensive collection of books on the Statue of Liberty and Ellis Island, immigration topics and NPS administrative documents and special studies on the two sites. Bus transportation to and from New Brunswick is included, as well as the ferry ride from Liberty State Park in Jersey City to Ellis Island and Liberty Island. Food concessions are available, but tour members are more than welcome to bring picnic lunches. The tour will be led by Tom Frusciano, Rutgers University Archivist. *Maximum 45*

T2 11:00 am-4:00 pm PRINCETON DAY TRIP **Cost: \$17**

The trip begins with a tour of Drumthwacket which was built in the 1830s and serves as the New Jersey Governor's mansion. Attendees will continue on to the Thomas Clarke House and Battlefield Park. This National Historical landmark was the sight of the Revolutionary War Battle of Princeton. The Clarke residence is a pre-revolutionary farm house that has been converted to a museum on 18th century life. The trip ends with a walking tour of Princeton University and a free hour to explore the town. The fee includes coach transportation from New Brunswick to Princeton and back as well as light refreshments. *Maximum 45*

T3 1:00 pm-5:30 pm NEW JERSEY STATE ARCHIVES **Cost: FREE**

Since 1965, the New Jersey State Archives has been hidden in the basement of the state library building. In 2000, the State Archives will move upward, onward, and onto the cultural map of Trenton, the state capital. Newly renovated facilities double the archives' storage capacity and triple the space for researchers. Visitors will tour the archives' dual search rooms, work spaces, storage areas, and facilities for future exhibits and a bookstore. Free transportation will leave New Brunswick at 1:00 pm and return from Trenton at approximately 5:30 pm. *Maximum 30*

T4 4:00 pm-6:00 pm **Cost: FREE**

SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES, RUTGERS UNIVERSITY LIBRARIES

Please join us in an open house exploration of the main repository of archives and manuscripts at Rutgers. Located in the Alexander Library, SC/UA is home to four major collections: the Sinclair New Jersey collection documenting New Jersey history; manuscript collections which document New Jersey history, Westerners in Japan, 19th and 20th century British authors, consumers and labor movements, and Latin-American politics; the Rare Book Collection; and the University Archives, which serves as the final repository for the historical records of the university. The event will end with a viewing of the exhibition "Thirty Fabulous Years: Lesbian and Gay Activism at Rutgers" and a light reception.

TOURS

Friday, May 19, 2000

T5 10:00 am–11:30 am

Cost: FREE

KILMER MUSEUM — JOHNSON & JOHNSON WORLD HEADQUARTERS

Tour participants will have a guided tour of the Kilmer Museum. The museum is part of Johnson & Johnson's world headquarters campus, located one block away from the conference hotel. The museum displays a selection of Johnson & Johnson products since the company's creation in 1886. Attendees will walk from the Hyatt to the museum (1 city block).

Maximum 15

T6 3:30 pm–5:00 pm

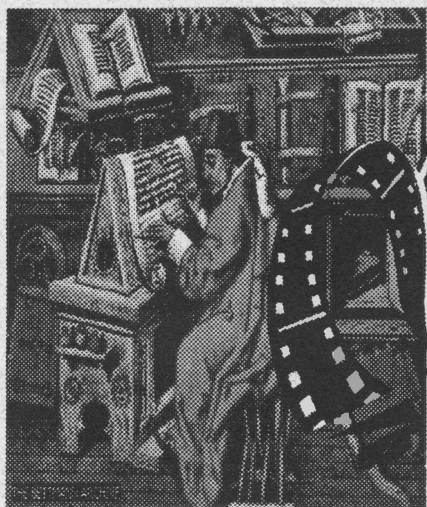
Cost: FREE

RUTGERS UNIVERSITY WALKING TOUR

Queens College was founded in 1766 by Dutch Reformed clerics as the eighth oldest college in the United States. In the first part of the 19th century, the college underwent significant academic, curricular, social, and physical development. Evidence of this maturity will be seen through our tour that begins with the picturesque Queens campus, the center of the college throughout the nineteenth century. Representative of the oldest part of campus is the Old Queens building. As the first major structure of the college, construction began on this fine example of Federal architecture in 1809 and was completed in 1825, the same year that the school took the name Rutgers College. Also on the grounds of Queens Campus, attendees will see Kirkpatrick Chapel; Winants Hall, the first all-student dormitory and center of student life at the college; the Schanck Observatory, a unique octagonal structure with revolving roof; and Geology Hall, which houses a 10,000 year old mastodon skeleton. The tour will continue past the Zimmerli Art Museum on the way to the Voorhees Mall, still the bustling main campus of Rutgers College and home of "Willie the Silent." The development of this campus during the early twentieth century, symbolized by the larger functional buildings such as Voorhees Hall, Milledoler Hall, and Van Dyke Hall, signaled the burgeoning importance of Rutgers as a major institution of higher education in New Jersey. The tour will be led by Tom Frusciano, Rutgers University Archives.

*Final program printing underwritten by the New Jersey
Historical Commission.*

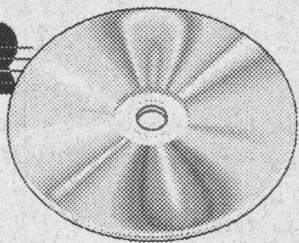
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WORKSHOPS

Thursday, May 18, 2000

W1 SCREENING RECORDS: A PRACTICAL APPROACH

9:00 am-Noon Conference Room B Fee: \$20.00

This workshop will introduce the concepts, principles, and practices of screening records to archivists with little or no experience in the process. Participants will discuss the generally applied restrictions placed on records and then using a set of practice documents will work in groups to apply those principles to records. Those registered for the workshop will receive class material one week before the workshop and will be expected to be familiar with the documents before the workshop begins.

Instructor: **Mary Ronan**, Freedom of Information Act/Privacy Act Officer, NARA

W2 PRESERVATION IN REAL TIME: NOW THAT I'VE STUDIED IT, WHAT DO I DO WITH IT?

1:00 pm-4:00 pm Conference Room B Fee: \$30.00

Putting preservation knowledge into practice can be as much of a learning experience as acquiring the knowledge in the first place. This workshop explores how some of the concepts discussed in the classroom (e.g. "environmental monitoring" or "selection for preservation") might be experienced in the day-to-day life of an archive or library. The instructor has worked with collections in libraries at the University of Virginia, Cornell University, and the New York State Library; he has taught preservation courses at the University of Maryland and Catholic University.

Instructor: **Walter Cybulski**, Head, Quality Assurance Unit, Preservation and Collection Management Unit, National Library of Medicine.

W3 WEB DESIGN FOR USABILITY AND ACCESSIBILITY

9:00 am-Noon Conference Room C Fee: \$20.00

This workshop will introduce principles of web design for archivists interested in building or improving a web site. Participants will learn techniques for appropriate writing style for web sites, intuitive navigation, and universal accessibility. The workshop will include a discussion of how to establish design requirements, how to design for easy maintenance, how to test for usability, and how to make the site visible to search engines. In small groups, participants will get first hand experience by undertaking a writing exercise and a brainstorming session to plan the design of an archives website.

Instructor: **Sheryl Griffith**, Assistant Pagemaster, NARA

WORKSHOPS

W4 DATABASE DESIGN BASICS — FOR ARCHIVISTS, BY AN ARCHIVIST

1:00 pm–4:00 pm Conference Room C Fee: \$25.00

This workshop will introduce the concepts and principles of relational database design to archivists with little or no experience building databases. Participants will leave the workshop able to visualize what's going on behind the scenes of the databases they already use; to talk more knowledgeably to database professionals and vendors; to build a simple, useful database for collecting and analyzing reference statistics. The workshop will cover tables, relationships, and queries, with a focus on mapping information into the correct database structure. The workshop will emphasize the pencil-and-paper design work that ensures that a database is useful and reliable. Participants will also see a demonstration of how to build a reference statistics database in Microsoft Access. The design principles learned in the workshop, however, are the foundation for building a database in any software program.

Instructor: **Meg Phillips**, Archivist for the American College of Physicians — American Society of Internal Medicine

W5 INTRODUCTION TO ARCHIVAL PROCESSING

9:00 am–4:00 pm Garden State A Fee: \$60.00

This is a basic workshop focusing on the steps necessary to prepare unprocessed archival and manuscript collections for use. The workshop will review the concept of appraisal (selection of documents for permanent retention), and suggest some techniques for archivists to make routine appraisal decisions. However, much of the workshop will be devoted to arrangement and description, and suggest various methods and strategies for providing adequate access to collections. The teaching style is interactive and will feature many examples of real situations, where attendees can employ new techniques and concepts immediately. This workshop is appropriate for those with little or no processing experience.

Instructor: **Martin L. Levitt**, Ph.D., Associate Librarian for Administration, American Philosophical Society and Associate Professor of History, Temple University

The Local Arrangements Committee specially acknowledges and thanks the institutions that graciously loaned audio/visual equipment for the conference: Special Collections and University Archives, Rutgers University; Princeton University Libraries; and New York University/New York Historical Society.



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Friday, May 19, 2000

Concurrent Sessions 9:15 am-10:30 am

S1 DEFENDER OF THE RECORDS: ACCEPTING THE ROLE OF ADVOCATE *Conference A*

Archivists often find themselves in the position of defending the value of an archives program. This panel of experienced archivists will provide examples of methods used to promote an archives program to management and patrons. The panel will also address the need for archivists to be aware of legislative issues affecting archives, as well as the need for archivists to engage in public debate.

Moderator: **Thomas Heard**, American International Group, Inc.

Presenters: **Linda Edgerly**, Information and Archival Services, The Winthrop Group, Inc.; **Robert Sink**, The New York Public Library; **Ira Galtman**, American Express, Inc.

S2 PERSONNEL-LY YOURS: ORGANIZATIONAL HIRING PRACTICES FOR ARCHIVISTS

Conference C

Personnel officers from various organizations will discuss policies and practices for hiring archivists. A state personnel officer will discuss reclassification of "archivists" to "information specialists." A human resources officer in an academic library will talk about special hiring considerations for archivists in a library environment, and a corporate executive recruiter will describe how organizations can best use search firms to make key hires.

Chair: **Jesse Teitelbaum**, Luzerne County Historical Society

Presenters: **Gail Lanouette**, Department of State, State of Delaware; **Lila Fredenburg**, Princeton University Library; **Jim Mueller**, Executive Recruiting, IBM

S3 BACK TO THE FUTURE: ARCHIVES AND RECORDS MANAGEMENT *Conference B*

Once, archivists' concerns focused on appraisal, description, preservation, and reference services for inactive paper records; and records managers' concerns focused on document filing, storage, retrieval, and records destruction. Today's archivists and records and information management (RIM) professionals have many additional challenges. What will the future bring? This session will examine the fundamentals of archives and RIM, and consider how the professions are converging. Learn how today's application of "old" fundamentals for archives and RIM is essential to successfully meet the challenges of tomorrow.

Presenters: **Albin Wagner**, Bureau of Records Management, New Jersey Division of Archives and Records Management; **Emilie G. Himm**, Supervisor of Records and Information Management for the New Jersey Department of Transportation

SESSIONS

Friday, May 19, 2000

Concurrent Sessions 10:45 am–12:00 pm

**S4 TIME MANAGEMENT: JUGGLING MULTIPLE PRIORITIES IN
TODAY'S WORK ENVIRONMENT**

Conference C

Shorter deadlines, competing priorities, endless meetings, interruptions, and ever higher quality expectations are just some of today's time challenges. And yet the number of hours in the day remains the same. Solve this dilemma by learning practical, everyday skills from the presenter, vice president of an international management consulting and training firm. Session objectives: Change habits (identify where to begin); Set priorities that are realistic and fulfilling; Learn to plan and execute strategies to achieve the desired results, on time; Learn to involve others in planning and have them understand priorities; Determine what to do when there is nobody to help.

Presenter: **Kathleen B. Cashman**, Cashman Consulting Corporation, Morristown, N.J.

**S5 NOBODY IS IRREPLACEABLE: PREPARING FOR AND
MANAGING PERSONNEL CHANGES**

Conference B

One measure of a successful archival program is its ability to weather the departure of a key individual. This session will present three perspectives on planning for departing employees and replacing the knowledge they take with them. One speaker will address lessons learned as a company prepared for the retirement of its longtime corporate archivist. Another will discuss what was done to prepare for the departure of a long-time manuscript librarian, including steps taken to minimize the impact of her departure, how the library coped, and how the new manuscript librarian found things upon taking charge. A third speaker will outline a primer on succession planning: developing leaders at all levels from a practical standpoint by determining the drivers; considering projected leadership requirements; identifying core competencies; emphasizing self-development activities; assessing the role of formal training and varied job assignments; determining if mentoring has a role in the institution; and finally, by asking "Where can I go from here?"

Chair: **Margaret Jerrido**, Temple University

Presenters: **Joseph-James Ahern**, American Philosophical Society Library; **Diane L. Dimkoff**, Customer Services Division, Access Programs, NARA; **Leslie Simon**, CIGNA

S6 SPECIAL NEEDS ACCESS: ARE YOUR WEBPAGES ACCESSIBLE TO PEOPLE WITH VISUAL IMPAIRMENTS?

Conference A

For the blind or the visually impaired, the web can be a boon or a waste. But until recently, special needs access was a private concern of the user. That can no longer be said to be the case. Increasingly, government regulations and funding requirements are making special needs access to web sites a mandatory feature of web site design. There are steps that can be taken in building sites and for users that will make web sites accessible to all people. This session will provide design checklists for creating an accessible web site. Vendors will demonstrate products that assist the user in accessing a web site.

Presenter: **Chuck Cohen**, C-Tech, Joshua Cohen Mid-Hudson Library System

Friday, May 19, 2000
Concurrent Sessions 2:00 pm–3:15 pm

S7 ARCHIVES AND DISABILITIES

Conference A

The Americans with Disabilities Act is having a major impact on the business and public sectors. What impact is there, if any, in archives? Many archives are just beginning to address this issue while others have dealt with it for several years. This session will look at this complex issue from the perspective of a disabled employee and one institution's response. In addition, Geri Solomon will discuss the papers of Harold Yaker, who did research on attitudes towards persons with disabilities. The two presentations will be followed by a moderated discussion period.

Moderator: **John Celardo**, NARA Northeast Region

Presenters: **Frank Serene**, NARA; **Geri Solomon**, Hofstra University

S8 THE VICARIOUS ARCHIVIST: USING HELP TO GET THE JOB DONE

Conference B

As archival programs have grown in repository size and collecting scope, professional archivists find themselves doing less hands-on processing and more supervision and management. Creative managers use help where they can get it: from volunteers; from para-professional, support, and salaried-staff positions; and from temporary interns, graduate assistants, and fellows. What assignments traditionally handled by the archivist can be delegated to these helpers? What happens to the professional duties of archivists when much of their time is spent as trouble-shooting supervisors? The presenters represent diverse staffing models and will describe the scope of their duties, training, and comparable positions at other institutions. The moderator has

SESSIONS

experience managing a wide variety of support personnel, and will lead a stimulating discussion of staffing options for archivists who need help getting the job done.

Moderator: **Mimi Bowling**, New York Public Library

Presenters: **Mike Kelly**, Fales Library, New York University; **Anita Wellner**, University of Delaware Library

S9 PERFORMING ARTS ARCHIVES: DOCUMENTING AND PRESERVING THE EPHEMERAL

Conference C

Though they share the daily professional tasks of other archivists and manuscript librarians, those archivists attempting to document the world of the performing arts face peculiar challenges as they apply their skills to a more ephemeral reality. Three archivists identify problems and describe their solutions to the issues they confront in their special sphere of documentation.

Presenters: **Gwynedd Cannan**, Performing Arts Collections, Rare Book and Manuscript Librarian, Columbia University, "Unconventional Formats: Problems in the Preservation of Performing Arts Collections"; **Mary E. Edsall**, Department of Dance, Temple University, "Spinewalking: Archiving the Dance"; **Tad Hershorn**, Institute of Jazz Studies, Rutgers University, "Documenting Jazz: The Mary Lou Williams Collection"

Friday, May 19, 2000

Concurrent Sessions 3:30 pm–5:00 pm

S10 INTERNAL OUTREACH, OR, HOW TO TOOT YOUR OWN HORN

Conference A

Many archivists spend a significant amount of time promoting use of their holdings for traditional "outside" users, but tend to overlook other audiences, especially co-workers, directors, and resource allocators. With budget cuts and staff reductions, archivists must begin to address this internal audience. How do you get them interested in the archives and its issues? How do you get them to value the archives' contribution to the institution? These are some of the questions that this session will address. Three archivists will discuss challenges and strategies for educating and promoting the archives within the institution from the perspectives of working in a volunteer organization, a public library, and an art museum.

Moderator: **Mary Cordato**, American Bible Society

Presenters: **Lisa Mangiafico**, Sorooptimist International; **Susan Malbin**, Washingtoniana Division, D.C. Public Library; **Susan Koutsy**, Preservation Department, University of Maryland

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S11 PERMANENT RECORDS, TEMPORARY HELP: CONTRACT EMPLOYEES AND OUTSOURCING

Conference B

Many archivists and companies, overwhelmed with the demands of the information age, rely on contract employees and outsourcing to get the job done. For employees, contracts and outsourced projects allow many beginning archivists to gain experience and to establish networks before finding permanent positions. This panel will relate the ins and outs of contract employment and outsourcing from two perspectives: employer and employee.

Moderator: **Bill Casari**, Forbes, Inc.

Presenters: **Elizabeth Adkins**, Ford Motor Company Archives; **Deborah Shea**, The Winthrop Group, Inc.

S12 BIG TASKS, SMALL BUDGETS: MANAGING THE ARCHIVAL BUDGET

Conference C

As archivists our task is to preserve the past, but we are often asked to do this with a budget barely able to pay the rent for today! This session will focus on how archivists can communicate budgetary needs to resource allocators. This will include presentation of the budget, defense of the budget, and the explanation of the budget, often to those who have no archival experience.

Moderator: **Tracey Del Duca**, United Methodist Church archives

Presenters: **Mary Ellen Gleason**, College of St. Elizabeth, "An Archivist's Perspective: Complexities of the Budget for Non-Profit Institutions"; **Jim Corsaro**, Manuscripts and Special Collections, New York State Library, "The Tortoise and The Hare: Budgeting Archives in State Government and a Church Archives"; **Russ Gasero**, Reformed Church Archives, "A Twelve Step Program for Budget Development"

Saturday, May 20, 2000

Concurrent Sessions 9:45 am-11:15 am

S13 NOW YOU SEE IT, NOW YOU DON'T: MARKIE POST, POPULAR CULTURE AND PRIMARY MATERIAL ON THE WEB

Brunswick A

The expansion of the World Wide Web in recent years has resulted in the instant availability of resources and information not published in other formats. Web page authors have addressed nearly every topic imaginable in cyberspace and have built virtual communities based on similar interests. This trend has resulted in greater access to information on topics not addressed in traditional publishing, but there are concerns about the long-term preservation of these unique resources. The first presenter will explore the utility



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of the web for research on popular culture. The second presenter, creator of <www.ghostsites.com> and author of *Net Slaves: True Tales of Working the Web*, will take a look at the growing number of out-dated web sites.

Presenters: **Marisa Keller**, The Corcoran Gallery of Art, "The Markie Post Worship Center: TV on the Web"; **Steve Baldwin**, author, "Ghost Sites"

S14 OLD WINE IN NEW WINESKINS: THE MANAGERIAL TRANSITION TO A NEW WORKPLACE

Brunswick B

As they advance in their careers, many archivists rise through the ranks to leadership positions, often by moving to another institution. After that initial move, they may take on similar or greater responsibilities in yet another institution. In this session, three senior managers who recently have moved to new institutions will share the wisdom of their experiences regarding management in a new workplace. Each participant will offer brief remarks about their experiences. The moderator will lead discussion about assessing a new staff, reshaping organizational structure, dealing with uncertainty and morale problems among staff, learning new ropes and identifying the real power structure, discovering who one can trust to delegate matters, and the pace of change. The moderator will also entertain questions submitted in advance by email to <primer@princeton.edu>, or raised in person at the session.

Moderator: **Miriam B. Spectre**, Bryn Mawr College

Presenters: **David de Lorenzo**, Maryland Historical Society; **David Moltke-Hansen**, Historical Society of Pennsylvania; **Margery Sly**, Presbyterian Historical Society

S15 SO YOU HAVE A WEB SITE ... NOW WHAT?

Garden State Ballroom

This session will examine how archivists can better manage the use of their web sites to enhance access to information about holdings and programs, to expand the level of use, and to improve their services. One speaker will concentrate on the user's perspective and the institution's responsibility to create user-oriented web sites. Based on practical experience, another speaker will compare the web site manager's work with the archivist's challenge to establish order in unprocessed collections. The final speaker will focus on unforeseen consequences of site management — increased work flow, changes in use and research patterns, maintenance, and heightened expectations — and how to pre-empt some of these problems at the design phase.

Moderator: **Amy Surak**, Covenant House, New York

Presenters: **Tanya L. Marshall**, College of Library and Information Services, University of Maryland, College Park, "User-Oriented Web Sites: Creating Programs that Work"; **John S. Weeren**, Seeley G. Mudd Manuscript Library, Princeton University, "What a Tangled Web We Weave: Imposing Order on Our Web Sites"; **Rachel K. Onuf**, David Library of the American Revolution, Washington Crossing, PA

Saturday, May 20, 2000

Concurrent Sessions 11:30 am-1:00 pm

S16 EARN A DEGREE ON THE INTERNET: DISTANCE EDUCATION OPPORTUNITIES FOR ARCHIVISTS AND RECORDS MANAGERS *Brunswick A*

Some colleges now offer complete degree programs over the Internet, ranging from various associate to doctoral degrees. This session will explore the variety of online educational resources available to archivists and records and information managers, and will provide the participants with a list of accredited courses and degree programs on the Internet. The session panel will present information on classes and degree programs available on the Internet; experiences of a student working on a degree over the Internet; and an instructor and administrator of a distance education degree program.

Coordinator: **Albin Wagner**, Bureau of Records Management, New Jersey Division of Archives and Records Management

Presenters: **Mary E. Welch**, Chippewa Valley Tech College, Eau Claire, WI; **Patricia C. Franks**, Broome Community College, Binghamton, NY

S17 TO PROMOTE THE GENERAL WELFARE ... TO ADVANCE PLANS OF IMPROVEMENT: ARCHIVES AND EMPLOYEE ORGANIZATIONS *Brunswick C*

This session will promote discussion of the role of various types of employee organizations in the archival workplace, particularly in promoting the general welfare of archival employees, and in articulating archival and professional concerns.

Presentations will be made by the president of American Federation of Government Employees Council 260 at NARA; the senior labor relations specialist of NARA's Human Resources Division; and a librarian who played a leading role in an effort to increase the professional status of librarians and archivists at the University of Maryland, College Park. The commentator is an active member of AFGE Council 260, as well as the National Archives Assembly, an employee organization.

Commentator: **Lisha Penn**, NARA

Presenters: **Nancy Jarrett**, Human Resources Division, NARA; **Peter Jeffrey**, American Federation of Government Employees Council 260, NARA; **Douglas McElrath**, University of Maryland, College Park

S18 I GOT YOU, BABE: ARCHIVISTS, SONNY BONO, AND THE DIGITAL WORLD

Garden State Ballroom

In 1998 Congress passed the Sonny Bono Copyright Extension Act and suddenly extended the life of many of the materials, published and unpublished, in our special collections. Similarly, the Internet has made archivists

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aware of copyright questions with regard to digital scanning projects. Further, what rights do archives have to sell images for which they do not hold copyright? The two participants — an archivist who has written extensively and comments frequently and authoritatively on copyright issues on the ARCHIVES listserv, and an attorney at one of the leading intellectual property law firms in the nation — will answer these and any other questions about archives and copyright. In brief introductory remarks the attorney will provide a basic understanding of copyright law in America and beyond, and the archivist will summarize the effects of the Sonny Bono Act. Questions, submitted in advance by e-mail to <buttolph@princeton.edu>, or in person at the session, will be addressed.

Chair: Katherine Buttolph, Princeton University

Presenters: John W. Caldwell, Woodcock, Washburn, Kurtz, Mackiewicz & Norris, Philadelphia; Peter B. Hirtle, Cornell Institute for Digital Collections, Cornell University

S19 BUILDING A SUSTAINABLE PAST: THE NEED TO DEVELOP SPECIAL EXPERTISE FOR MANAGING ARCHIVAL ELECTRONIC RECORDS Brunswick B

Changing technologies are forcing archivists and records managers to develop new areas of expertise to manage and preserve electronic records. The challenges are on the individual level in building personal competencies, as well as on the professional front in adapting archival practices and designing applications. This session will present a number of initiatives and partnerships that the National Historical Publications and Records Commission (NHPRC), through its grants program, has undertaken to address specific archival and records management issues related to electronic records. The overview will show how these initiatives and partnerships address archival needs at the levels of theory, policy, and practice across the life-cycle of records.

Presenter: Mark Conrad, NHPRC, NARA

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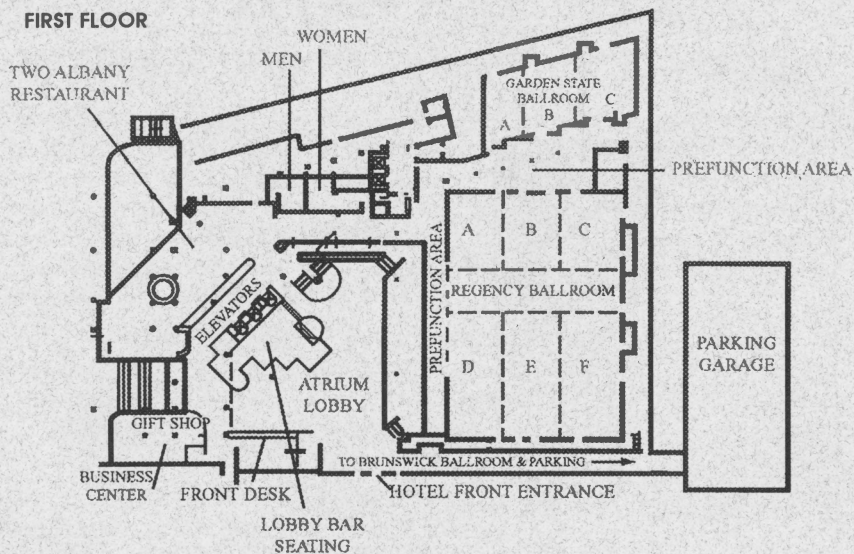
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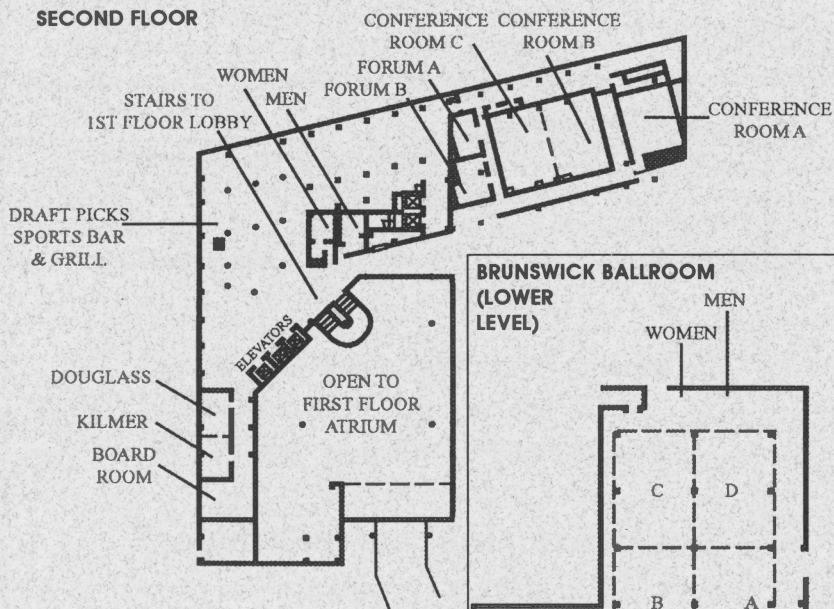
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